



CITY OF MIAMI SPRINGS

RECREATION DEPARTMENT
1401 WESTWARD DRIVE
MIAMI SPRINGS, FLORIDA 33166
(305)805-5075 or (305)805-5076
RENTAL APPLICATION

Group Requesting Use: _____

Contact person: _____

Address: _____

Telephone: _____ or _____

Facility requested: _____

Requested date: _____ from _____ to _____

FOR OFFICE USE ONLY

	Deposit	Rental
Amount Paid		
Check #		
Cash		
Date		
Receipt #		

RENTAL RATES

POOL RENTAL: \$60.00/hr (up to 50 people, for every 12 people over 50-\$20 per guard/per hour)

LANE RENTAL: \$15.00 per hour/per lane

UPPER DECK: \$50.00/4 hours

Refundable Security Deposit: \$100.00

EVENT DESCRIPTION: _____

ESTIMATED NUMBER ATTENDING: _____

FACILITY PERMIT/CLEAN-UP DEPOSIT

Facility reservations may be requested up to **six weeks** in advance and are based upon availability. A **\$100.00** clean-up/damage deposit will be required in order to reserve a facility. The balance of the rental fees should be paid in full not less than 7 days prior to the event. If payment is made less than 7 days prior to the event, the payment must be made in the form of cash, money order or certified check. The City of Miami Springs reserves the right to retain a portion of the clean-up/damage deposit for events that are canceled due to circumstances beyond the City's control. Failure to adequately clean the facility, damage to or loss of park property or violation of park rules will result in the loss of all of the deposit.

INSURANCE

Prior to the use of a facility, proof of insurance may be required with the policy naming the City of Miami Springs as an additional insured for the duration of the event.

ACTIVITY

Any unusual equipment and/or activity must be approved by the Recreation Department and noted on the rental application form. All equipment must be delivered/removed within the rental period – no storage areas are available. Excessive amplified music or other loud noises which disturb other park patrons or adjacent property owners are prohibited. Premises must be vacated by 9:00 pm.

CONDUCT

Permittee must take all necessary steps to control all of their guests/participants/spectators. Any person(s) violating any of the Rules & Regulations contained herein, any City ordinances, or other laws, or who are, in the opinion of the Parks and Recreation Department, constituting a public nuisance, potential hazard to the public or park property, or exhibiting disorderly conduct, may be expelled from the facility by Parks and Recreation Department staff or Police Department. Parking on private property is prohibited.

SET UP/DECORATIONS

Decorations may be attached with MASKING TAPE ONLY. The use of staples, nails, tacks, etc. is prohibited. The rental period should include sufficient time for set-up of facility, conducting the event, and clean up of the facility to the satisfaction of the Recreation Department. All facilities/furniture/equipment must be returned to its original condition and be replaced in its original position if moved.

INTOXICANTS

Alcoholic beverages are **NOT** permitted in any City of Miami Springs facilities.

FOOD SERVICE

Cooking of food is not permitted at these facilities – **food may be warmed, only**. Use of refrigeration equipment is not permitted.

SPECIAL REQUIREMENTS

Additional trash receptacles, clean up crews, portable toilets, off duty police officers, etc. may be required depending on the facility, number of attendees, nature of event or other miscellaneous conditions as determined by the City.

PETS

With the exception of seeing-eye dogs, pets are not permitted into or upon any City park.

CANCELLATIONS AND REFUNDS

In order to be eligible for a refund, cancellations must be made in writing to the Parks and Recreation Department at least fourteen days prior to the event date. Refunds generally take four weeks for processing. Refunds will not be issued due to inclement weather.

THE NON-COMPLIANCE WITH ANY OF THE ABOVE-STATED RULES MAY RESULT IN REVOCATION OF PERMIT, LOSS OF CLEAN UP/DAMAGE DEPOSIT AND REFUSAL OF ANY SUBSEQUENT PERMIT APPLICATIONS FOR A PERIOD OF UP TO ONE YEAR.